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25X1

22 June 1964

MEMORANDUM FOR USIB SECRETARIAT

SUBJECT: Assignment of Primary Duties

1. The time seems appropriate to restate the assignment of primary duties to be performed under my supervision. "Primary" is used to denote normal responsibility, unless otherwise stated. In the event out of balance work loads develop, I will temporarily shift duties to smooth out the work flow. I would expect, however, that each member would routinely keep abreast of the total Secretariat business, in order to take over items in the event a realignment of duties is temporarily necessary.

2. All phases of Secretariat responsibility accompany primary duty assignments, and in effect, each USIB paper or action on the assigned subjects should be considered an individual project, to be managed from its inception to final completion of all Secretariat or USIB actions required. This includes the reviewing, analyzing and editing of papers for the USIB received in the Secretariat to assure that they are appropriate as to form and substance for consideration by, or information of the Board. It also includes the preparation of drafts of transmittal memoranda (including vote sheet actions) for signature of the Executive Secretary, information concerning agenda items, drafting of Board minutes and decisions as well as Secretary's Notes and "follow up" actions, including drafting of USIB Action Memoranda when required. "Follow up" involves communication of USIB decisions or instructions in appropriate form to all who need them for guidance or action, as well as assuring that deadlines or due dates are met. I believe this "across the board" responsibility will expedite our handling of Board business and will reduce the possibility of failure to complete all necessary action on each subject.

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3. Until further notice, primary duty assignments will be as follows:

a. [REDACTED] Deputy Executive Secretary 25X1A

COMOR type Items  
CCPC Items

25X1A b. [REDACTED], Assistant Executive Secretary (SIGINT)

USIB SIGINT Items

25X1A c. [REDACTED] Assistant Executive Secretary

All other items not mentioned in  
a. or b. above or d. below

25X1A d. [REDACTED] Administrative Assistant

BNE recommendations regarding  
release of NIEs or SNIEs to  
foreign governments.

4. While keeping me promptly informed regarding all papers and projects received or being worked on in the Secretariat, papers or other data should normally be routed for appropriate action in accordance with the above primary duty assignments. 25X1A

[REDACTED]  
Executive Secretary //

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Distribution:

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